

## **STEPS TO FOLLOW FOR OBTAINING AN ABUTTERS LIST FROM GIS MAPPING SYSTEM**

- Search for parcel (by address, owner's name, etc) in top left of GIS screen
- After clicking on "Find" the parcel info will appear in lower left window, click on "Zoom" just below the parcel info.
- Click on "Choose a Selection Tool" icon (picture of yellow zig-zag & arrow) to have a selection of 3 other icons appear. To shade use the icon on the far left and click and drag on the map to shade the selected area for which you would like to appear in your list of property owners and when done double click
- Over in the window to the left a listing of abutters will appear.
- To put these abutters into a mailing label list or a spreadsheet, click on "Export" just above where the list appears.
- Select "CSV for Excel" or "Mailing Labels".
- Click "Open" to open the document or "Save" to save it.

12/07/2012